

Exercise: Self-Evaluation of Team Leadership

This evaluation¹ is for your own satisfaction; the score you give yourself will not figure into your grade for the team project or the course. It is a pass/fail assignment.

Rate yourself on each of the items below on a 10-point scale for the period during which you were the team leader. If you do not give yourself a full 10 points for any items on the list, write down what you will do differently next time you are leading a team. Add any other comments you see fit. Don't be too easy on yourself. To receive credit for the assignment, you should identify at least three areas for improvement. If you find this hard, ask your teammates.

Give yourself up to 10 points for each item below for the period during which you were the team leader:

A. Meetings

1. Started on time, ended on time.
2. Had a clear agenda: usually a decision to make.
3. Everyone on the team participated in the meeting and was heard.
4. Everyone was willing to buy into the decision, whether or not they totally agreed with it.

B. Project

5. The project goals during your term of office were clearly defined.
6. Everyone contributed to the project.
7. You did NOT do all the work yourself or take over other people's tasks.
8. The team met its goals during your term of office.

C. Communication

9. Every member of the team had the same understanding of the team's goals and of the decisions the team made during your term.
10. You understood the point of view of each team member.

Identify at least three areas for improvement.

1.

2.

3.

¹ Thanks to Dr. Paul Woodruff for sharing this approach and template.